

AMBER PLAN SUPPORT SERVICES RFP

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR NON-PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 6 paper copies (1 unbound and 5 bound) of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **April 8, 2005 @ 12:00 PM**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:
Secretary, **Operations Contract Support**
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:
Secretary, **Operations Contract Support**
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked by **noon on March 25, 2005**. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its

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contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

If selected, the vendor should make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

PROJECT LOCATION: Metro Region and East Lansing

CONTROL SECTION, JOB NUMBER: { 84917-80950 }

DESCRIPTION OF WORK: Amber Plan Support Services

The anticipated start date of the service is May 16, 2005.

The anticipated completion date for the service is December 31, 2005.

DBE Requirement: [0%].

MDOT Project Manager:

Maria (Mia) Silver
MITS Center
1050 6th Street
Detroit, MI 48226
silverma@michigan.gov
313-256-9800, x304

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PART I - GENERAL INFORMATION FOR VENDORSS

I-A PURPOSE

Provide support assistance for Michigan's Amber Program to enhance the effectiveness of Amber Alert activations through deployment and evaluation of a communications system.

I-B PROJECT ADMINISTRATOR

The Project Administrator for this project is:

Maria (Mia) Silver
Michigan Department of Transportation
MITS Center
1050 6th Street
Detroit, MI 48226
Email: silverma@michigan.gov
Tel: (313) 256-9800 x304
Fax: (313) 256-9036

I-C RFP QUESTIONS

Questions from firms concerning the RFP are to be submitted, in writing, and must arrive in the office of the MDOT Project Administrator (see paragraph I-B) no later than noon on **March 25, 2005**.

MDOT will not respond to telephone inquiries or visitation by vendorss or their representatives. All questions are to be put in writing and must be submitted by the United States Postal Service or other commercial delivery service, or electronically and sent as an attachment in MS Word 2002 or Rich Text Format (RTF). Answers to questions will be posted on the MDOT website.

I-D PROPOSALS

To be considered, each vendor must submit a complete response to this RFP, using the format provided in the Vendor Guidelines. No other distribution of proposals is to be made by the vendor. The proposal must be signed in ink by an official authorized to bind the vendor to its provisions. The proposal itself must include a statement as to the period during which the proposal itself remains valid. This period must be at least 90 (Ninety) days from the due date for proposals to this RFP (see paragraph III-A).

All responses to this RFP become the property of the State and will not be returned to the vendor.

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I-E ORAL PRESENTATIONS

Responders who submit proposals may be required to make oral presentations of their proposals to MDOT. These presentations provide an opportunity for the vendors to clarify the proposals through mutual understanding. MDOT will schedule these presentations, if required.

I-F SELECTION CRITERIA

An understanding of the system to be deployed and the operational characteristics of the key organizations involved in an Amber activation is required. Evaluation expertise, including clearly presenting evaluation findings in writing and through presentations, is also required.

For each person identified in the proposal as key personnel, it shall identify approximately what percentage of his or her time will be devoted to this project for the duration of this project.

PART II - WORK STATEMENT

II-A BACKGROUND

The MDOT is an active participant in the Michigan Amber Alert Program. The Michigan Amber Alert program was launched through the cooperative efforts of the MSP, MDOT, MAB, Michigan Association of Chiefs of Police, and the Michigan Sheriff's Association, to quickly, safely, and effectively provide urgent missing child information to the public. An Amber Alert is declared by the MSP, and information is communicated to the public through the radio and television stations in the appropriate regions in Michigan. In addition, up to 70 Changeable Message Signs (CMS) throughout the Metropolitan Detroit area and Grand Rapids are utilized to notify drivers that an Amber Alert has been activated.

The Michigan Amber Alert program identified the need for improved notification to further improve the effectiveness of the activations through the use of a reliable, automated communications link from the MSP to media and the Traffic Management Center. The system will also allow all participating agencies to receive an Amber Alert automatically that will trigger agency specific alerting procedures. This pilot deployment of a satellite based communications system and associated evaluation is aimed to improve Amber Alert notifications.

The total budget for this project is \$156,250.

II-B PILOT DEPLOYMENT

The consultant shall purchase and deploy a satellite-based warning and messaging system, commonly called EMnet. The pilot system deployment will demonstrate effectiveness of the satellite based communications system between the originating site (MSP in East Lansing) and four receive sites. The four receive sites are:

- The Traffic Management Center in Detroit, MDOT's MITS Center
- Two primary radio stations in the metropolitan Detroit area
- An unmanned radio station in the metropolitan Detroit area

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The pilot program will also install Datacast receivers at three (3) of the secondary emergency response stations which can support digital television data streaming.

Deliverables: Equipment installed at each location identified, with all vendor provided operations and maintenance manuals and any configuration settings documented.

II-C TESTING

The consultant shall submit a test plan for Department review and approval prior to purchasing equipment. The test plan shall identify test criteria, test locations, forms for recording test data, acceptance targets, test segment durations, and provisions for re-testing.

Under this project, the consultant shall test the functionality at each of the installed sites identified above, as well as up to one (1) additional site previously equipped with comparable equipment outside of this contract with comparable equipment.

Deliverables: Test plan, submitted in hard copy, four (4) copies required.

II-D COORDINATION

The consultant shall coordinate with other MDOT and MSP contractors involved with similar projects. Data collected, evaluated, and presented under this project shall be shared freely with other contractors on similar projects through the MDOT Project Administrator.

II-E EVALUATION AND EXPANSION ASSESSMENT

The evaluation report shall document test results, technical and institutional issues encountered in the pilot deployment, and report on the overall effectiveness of the pilot deployment. The evaluation report shall make recommendations on follow up actions for each type of organization involved in the pilot deployment (law enforcement, transportation, media) based on results of the pilot deployment and test.

The evaluation report shall include a section on expansion assessment, making recommendations on statewide expansion priorities, including a budgetary cost estimate for deployment. There are approximately 325 broadcast stations throughout the state. An assessment of the current technology and capabilities at these locations will be performed in order to determine the feasibility and potential benefit of expanding the enhanced communications statewide. The assessment will include review of priority broadcast sites, cost estimate, and strategies and time frame for expansion. This report will also review benefits of other partner organizations, such as dispatch centers and TMCs, to be considered as receive sites.

In addition, feasibility of an automatic remote connection to a CMS for automatic message updating in the event of normal systems communications failure shall be reviewed. The assessment report will be provided as a deliverable under this project.

Deliverables: The evaluation report shall be provided as a deliverable under this project in both electronic and hard copy. Electronic copy shall be both read/writeable and read only. Hard copy shall be 10 copies with at least one copy reproducible. In addition, the consultant shall present summary project

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information in a 30 minute presentation to key stakeholders. The presentation will need to be in a format available to MDOT and an electronic copy shall be given to the Project Manager.

PART III – SUBMITTAL

III-A PROPOSAL SUBMITTAL

Submit five (5) bound copies of your Proposal and one (1) unbound copy.

Proposals must be received and time-stamped by MDOT on, or before, 12:00 noon on **April 8, 2005**, in order for the proposal to be considered for award. Vendors\ are responsible for timely receipt of their proposal by MDOT. Following the instructions below will insure that the integrity of the process is protected:

1. The proposal must be received by MDOT not later than the time and the due date indicated.
2. The proposal may be submitted as described in a. and b. below:
 - a. The proposal may be hand-delivered or sent via courier to MDOT:
Dee Proctor
Michigan Department of Transportation
MITS Center
1050 6th Street
Detroit, MI 48226
 - b. By United States Postal Service to:
Dee Proctor
Michigan Department of Transportation
MITS Center
1050 6th Street
Detroit, MI 48226

VENDOR PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses

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on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal